



Aspen CRM Solutions

GSA Catalog

Company Information

Aspen CRM Solutions
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Contract Administrator: Emily Brown

GSA Contract Number: GS10F0013V
Federal Supply Group: 899
Class: F999
Contract Period: 11/01/08 to 11/01/13
DUNS Number: 196117696
Minimum Order: \$100
Maximum Order: \$5,000,000

Aspen CRM Solutions is a woman-owned, small business specializing in cultural resource management. The firm has a proven ability to assemble teams of professionals to accommodate projects of all sizes and scopes. The smaller company size means lower overhead costs, and we pass that savings along to our clients. Among the services we offer are:

- Archaeological Surveys (large and small)
- Archaeological Site Documentation, Evaluation, Relocation, and Monitoring
- Historic Structure Documentation and Evaluation
- Archaeological Testing, Excavation, and Data Recovery
- Condition Assessments for Archaeological Sites and Historic Structures (including emergency post-fire assessments)
- Cultural Resource Management Plans
- Archival Research
- National Register of Historic Places Nominations
- Section 106 Compliance
- Tribal Consultation
- GIS datasets of site locations and conditions

List of Clients

Past clients include Death Valley National Park, Guadalupe Mountains National Park, Pecos National Historical Park, Aztec Ruins National Monument, the National Park Service Intermountain Support Office--Santa Fe, the Office of Archaeological Studies in the New Mexico Department of Cultural Affairs, Psomas, and other private parties. Many have hired us for multiple projects.

SINs Offered

Special Item Numbers (SINs) Offered: 899-1 Environmental Planning Services and Documentation and 899-1 RC Environmental Planning Services and Documentation, Disaster Recovery Purchasing

Archaeologist III (aka Principal Investigator / Project Manager / Field Director) - This position is the upper-level management position which works both in the field and in the office supervising and managing project work. This individual is in the field, supervising fieldwork from 90-100% of the time. This person is also the primary author for all weekly status reports and project reports. He/she is responsible for the budget and timely completion of all stages of the project. This person must have at least a graduate degree in anthropology, history, or closely related field and at least two years experience conducting research, fieldwork, writing, and project management activities.
Education: MA in anthropology, Minimum experience: 2 years.

Archaeologist II (aka Field Crew Leader / Monitor) - This is a mid-level position. Under the direction of the project Principal Investigator, performs unskilled and skilled tasks in relation to the field of archaeology. This includes survey, excavation, data recovery, minor report preparation, site and/or construction monitoring, testing, and crew supervision. May work alone or as a single resource conducting survey and site recordation. A qualified archaeological technician shall have a minimum of 12 months of specialized experience and/or a four-year course of study above high school leading to a bachelor's degree with courses related to archaeology. Specialized experience is defined as experience that equipped the individual with the particular knowledge, skills, and abilities to perform successfully the duties of this position.
Education: BA in anthropology, Minimum experience: 1 year.

Archaeologist I (aka Field Crew Member) - This is a lower-level position. Under the direction of the Crew Leader and/or project Principal Investigator, the Archaeologist I performs unskilled and skilled tasks in relation to the field of archaeology. This includes survey, excavation, data recovery, monitoring, and testing. A qualified archaeological technician shall have a minimum of 12 months of specialized experience and/or a four-year course of study above high school leading to a bachelor's degree with courses related to archaeology. Specialized experience is defined as experience that equipped the individual with the particular knowledge, skills, and abilities to perform successfully the duties of this position.
Education: BA in anthropology, Minimum experience: 6 months.

Architectural Historian - This is a mid- to upper-level position. This person conducts historic research and surveys, as well as recordation and evaluations of historic structures / sites. They must meet the Secretary of Interior Standards for architectural history. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus specialized experience.
Education: MA in architectural history of related field, Minimum experience: 1 year.

GIS Specialist - The person develops project specific data dictionaries for each project to upload onto a GPS unit, collects GIS data using the GPS unit in the field, downloads and performs differential collection on the raw GPS data, and uses current GIS software to create geodatabases and associated maps of publication quality. The tasks would also include developing GIS metadata and packaging the metadata and original GIS files for transfer to the client. This person would have a minimum of two years experience collecting and working with GIS data, and a minimum of six months experience working

with cultural resource-related data.

Education: BA in anthropology, Minimum experience: 2 years generally, 1 year with cultural resource data.

Historian - This is a mid-level position. This person conducts historic research and assists in historic surveys, as well as the location, recordation, and evaluation of historic sites. The minimum professional qualifications for this position are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one at least two years experience in research, writing, interpretation, or closely related activities.

Researcher - This person conducts periodic and necessary general research for projects that require it. This task includes investigating books and periodicals, historic photographs, drawings, agency files, and museum archives for relevant material. This person would have a minimum of 2 years anthropological or historic experience and a bachelor's degree in anthropology, history, or a related field.

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Office Manager - This person is responsible for managing the office and client relations, as well as taking care of fiscal matters for the company such as accounts payable, overseeing project budgets, as well as organizing and submitting payroll and account reimbursements. This person is also responsible for logistical organization of field projects, inventory, and ordering of supplies. This person would have a bachelor's degree in accounting or like field and/or a minimum of 4 years experience in an office setting performing like duties.

Additional Qualifications:

For the field of archaeology, it is important that the professional labor categories (Archaeologist **III**, Historian, and Architectural Historian) also follow the guidelines established by the National Park Service. Those are listed below and are taken directly from the National Park Services' *Archaeology and Historic Preservation: The Secretary of the Interior's Standards and Guidelines*. They include:

Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

- I. At least one year of full-time professional experience or equivalent specialized training in
archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- I. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Geographic Coverage (delivery Area): Domestic only

Point(s) of production (city, county, and state or foreign country): Same as company address

Discount from list prices or statement of net price: Government net prices (discounts already deducted).

Quantity discounts: None Offered

Prompt payment terms: 3% - 14 days, 1% - 30 days, Net 31 days

Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$2,500

Foreign items (list items by country of origin): None

Time of Delivery (Contractor insert number of days): Specified on the Task Order

Expedited Delivery Contact Contractor

Overnight and 2-day delivery Contact Contractor

Urgent Requirements. Aspen CRM Solutions can often provide services on short notice. Contact us for availability.

F.O.B Points(s): Destination

Ordering Address(es): Same as Contractor

Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

Payment address(es): Same as company address

Warranty provision.: Contractor's standard commercial warranty.

Export Packing Charges (if applicable): N/A

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) We can accept credit card transactions in any amount within the purchase limits of this contract.

Terms and conditions of rental, maintenance, and repair (if applicable): N/A

Terms and conditions of installation (if applicable): N/A

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

Terms and conditions for any other services (if applicable): N/A

List of service and distribution points (if applicable): N/A

List of participating dealers (if applicable): N/A

Preventive maintenance (if applicable): N/A

Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

Notification regarding registration in Central Contractor Registration (CCR) database:
Registered

"The SCA is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly." The **wage determination number only** below will be part of the contract and identified on the GSA Authorized Pricelist along with the SCA labor category information below in the table

Wage Determination No.: 05-2361

States: New Mexico

Area: New Mexico counties of Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, Sandoval, San Juan, San Miguel, Santa Fe, Socorro, Taos, Torrance, and Valencia.

<u>Aspen's Labor Categories</u>	<u>SCA Categories</u>	<u>SCA Occupational Code</u>
Archaeologist III	Archaeology Technician III	30023
Archaeologist II	Archaeology Technician II	30022
Archaeologist I	Archaeology Technician I	30021
Office Manager	General Clerk III	01113

GSA Labor Categories	Year 1 (2009)	Year 2 (2010)	Year 3 (2011)	Year 4 (2012)	Year 5 (2013)
Archaeologist III	\$55.00	\$56.93	\$58.92	\$60.98	\$63.11
Archaeologist II	\$40.00	\$41.40	\$42.85	\$44.35	\$45.90
Archaeologist I	\$35.00	\$36.23	\$37.49	\$38.81	\$40.16
Architectural Historian	\$50.00	\$51.75	\$53.56	\$55.44	\$57.38
GIS Specialist	\$50.00	\$51.75	\$53.56	\$55.44	\$57.38
Historian	\$45.00	\$46.58	\$48.21	\$49.89	\$51.64
Researcher	\$30.00	\$31.05	\$32.14	\$33.26	\$34.43
Office Manager	\$30.00	\$31.05	\$32.14	\$33.26	\$34.43

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is:
<http://www.GSAAdvantage.gov>.